

## EBTP Marshal Guidelines + Time Par Sheet Sample

**Definition: a marshal is the individual whose duty it is to focus on helping to manage the flow around the golf course.**

### **Duties:**

1. **Pace of play:** The times to finish each hole should be on all scorecards. All marshals should be provided with a tee sheet with finish times on it (**Time Par Sheet** - see next page).

If a foursome is behind one hole they will be advised by the marshal and asked to make it up in the next two holes. If the team is still behind after playing two holes, the marshal will direct the foursome to pick up their balls and split the hole, ½ point to each team.

### **Noncompliance with the marshal will result in the following penalties:**

- a) The team that refuses to pick up loses the hole for 0 points and 1 point is awarded to their opponent
  - b) If both teams refuse to pick up and move on, the penalty is loss of hole for both teams and both receive 0 points. The penalties will continue to accrue until players are caught up. Just the presence of a marshal will encourage a good pace of play.
2. **Direct golfers** around the course when needed.
  3. **Inform golfers about course policy**, and let them know if they are in violation of it i.e. cart path only, or in and out stakes.
  4. If the opportunity arises, **help golfers search for balls** (and gently suggest they give up the search to maintain pace of play (3 minutes is the limit).
  5. **Try to mediate any disputes** that might arise in the group. If necessary, have them not sign their cards until the rules committee has been consulted at the end of their match.
  6. Look for opportunities to **care for the course**: repairing a ball mark or filling a divot.
  7. Help **spot** if available.
  8. **Notify players when 4 hours 45 minutes is up**. Encourage them to finish the hole they are on and come in.
  9. Above all, **look for ways to help the pace of play**.

**All matches end in 4 hours 45 minutes** unless the club schedules it differently. If teams are not finished in that time they are allowed to finish the hole they are on then pick up and split any unfinished holes.

**NOTE: B-starters get 15 minutes extra:** 5 hours to complete the match.

Marshals are NOT rules officials, however, it is a good idea to always have a rules book on your person.

**Cell phone policies** apply to marshals. Please use only for emergencies or to call pro shop.

### **Items to carry**

- 1) Time Par Sheet (Pairings/ Tee sheet with finish times)
- 2) Pocket USGA-The Rules of Golf
- 3) Local Rules Sheet
- 4) Scorecard, pencil, tees
- 5) Camera/phone to take photos
- 6) Reading Glasses

December 2022

## SAMPLE TIME PAR SHEET

		<b>SAMPLE TIME PAR SHEET: Time Sequencing for Marshals</b>																	
		<b>FINISHING TIME ON HOLE</b>																	
	<b>Starting Hole</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
GVCC/Oakhurst C	1A	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00
GVCC/Oakhurst B	1B	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15
Richmond/Moraga A	2	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45
Richmond/Moraga C	3	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30
Richmond/Moraga B	4	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15
Ruby Hill/Crow A	5	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00
Ruby Hill/Crow C	6	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
Ruby Hill/Crow B	7	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30
Blackhawk/Rossmoor A	8	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15
Blackhawk/Rossmoor C	9	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00
Blackhawk/Rossmoor B	10A	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45
Round Hill/Castlewood.A	10B	10:45	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00
Round Hill/Castlewood C	11	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30
Round Hill/Castlewood B	12	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00	10:15
Sequoyah/Berkeley A	13	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45	10:00
Sequoyah/Berkeley C	14	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30	9:45
Sequoyah/Berkeley B	15A	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15	9:30
Contra Costa/Claremont A	15B	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	9:00	9:15	9:30	9:45
Contra Costa/Claremont C	16	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00	9:15
Contra Costa/Claremont B	17	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45	9:00
GVCC/Oakhurst A	18	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	8:45